

careerbuilder.com™  
**RESUME SAMPLE – RECENT GRAD**

---

**SHERRI COLA**

123 Street • Chicago, IL 12345 • sherri@yahoo.com • (123) 456-7890

---

**Experienced public relations assistant with strong writing skills and proven success in generating creative ideas and media buzz.**

---

**SUMMARY OF QUALIFICATIONS**

- Seasoned intern experienced in promotions and media relations as well as: researching, interviewing, writing, editing, pitching and focusing story content for newspapers, magazines, and web sites
  - Verifiable track record of consistently pitching fresh ideas and meeting deadlines with quality work
  - BA in Journalism
  - Strong understanding of journalism and public relations operations
  - Proficient in Quark, Photoshop and Microsoft products
- 

**PROFESSIONAL EXPERIENCE**

**CORPORATE COMMUNICATIONS INTERN**  
COMPANY

Month 200X - Present  
Chicago, IL

*The nation's largest online site with more than 1.5 million jobs and over 23 million unique visitors*

- Developed an article format recognized as an outstanding improvement in content arrangement and a new standard by our partners at AOL, and had a story picked up and republished by CNN.com
- Published web content recognized as one of the top ten links for directing unique visitors to the company's website, and contributed to the company's recent rise to number one among competitors
- Co-managed and updated the corporate blog with creative new content resulting in an increase in web traffic and brand awareness
- Brainstormed, researched, interviewed, wrote and developed editorial content and press releases based on job trends, company news, and survey results

**EDITORIAL/ILLUSTRATION INTERN**  
COMPANY

Month 200X - Month 200X  
Chicago, IL

*27 year-old biweekly print and online magazine that globally reaches readers interested in social, environmental, and economic affairs*

- Researched controversial art exhibits around the country and wrote promotional write-ups for the Art Space section of the magazine